


Bridgit Conferencing Software Basics

Bridgit[™] software 3.0 allows users to easily host a data conference. Participants at different locations can share applications and collaborate by writing and highlighting notes. Bridgit software allows users to participate in or host a meeting over the Internet using a telephone or voice technology. For more information on the special features in Bridgit, please visit www.smarttech.com/trainingcenter/windows/trainingmaterials.asp

Preparing for Your Conference

Before your conference begins, ensure all participants have an Internet connection. Participants can download Bridgit software from <http://bridgit.smarttech.com>. SMART suggests you save the file to your desktop to create a Bridgit software icon  for future access.

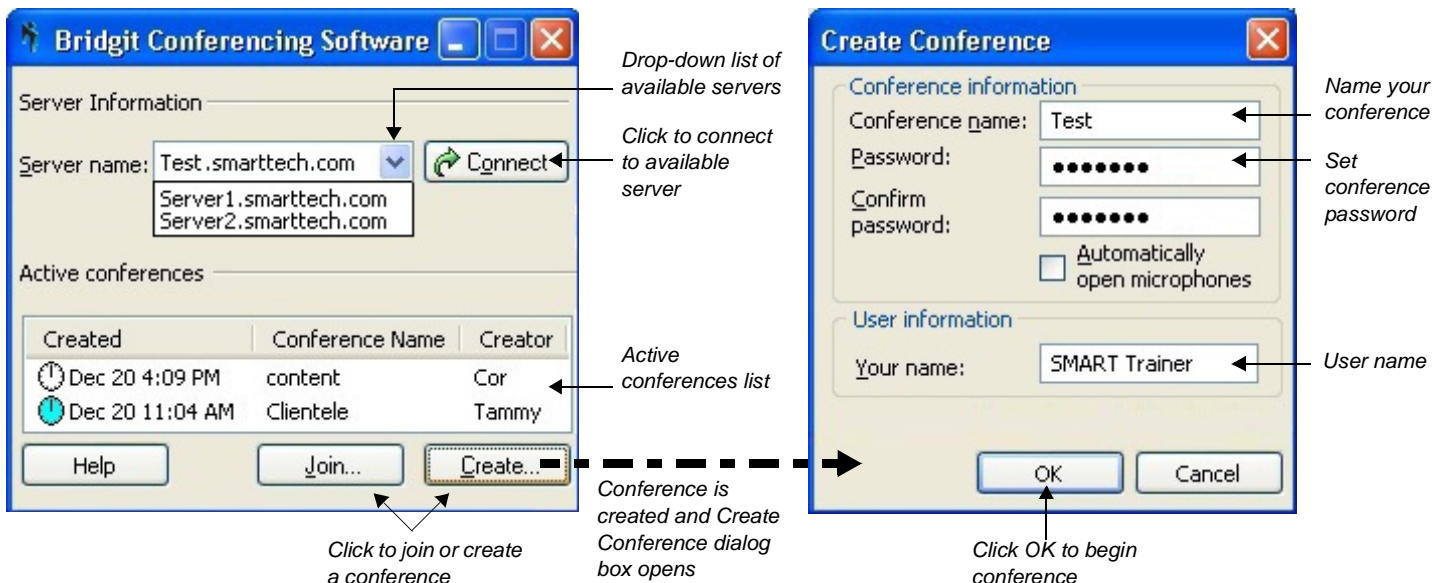
Joining or Creating a Conference

To join or create a conference, double-click the Bridgit icon on your desktop. The Bridgit Conferencing Software window will appear.

To join a conference, select the name of the conference from the Active conferences list, then click **Join**. To connect to a different server, select it from the Server name drop-down menu or type the server name in the text field and select **Connect**.

To create a conference, click the **Create** button. Enter conference and user information in the Create Conference dialog box. You can also add a password to your conference. Select **OK** to begin. If you leave the password field blank, participants will not be required to enter a password to join your conference.

NOTE: The *Automatically open microphones* option is used specifically with the voice technology feature of Bridgit software 3.0, allowing the conference creator to open all participants' microphones when joining the conference. Please refer to the *Special Features with Bridgit Conferencing Software Quick Reference Guide* for more details about using voice technology.



Inviting Participants

After joining or creating a conference, the Bridgit Conferencing Software dialog box will appear. If you want to invite others to your conference, click the **Send Invite** link. Your e-mail application will generate a message with a link so that invitees

can download Bridgit software. If you set a password for your conference, the e-mail message will include it by default. Type the e-mail addresses of your invitees, add any other information in the body of the e-mail and click the **Send** button.

Sharing Your Desktop

Select the **Share Your Desktop** link to allow participants to view open applications on your desktop. Participants can request to share their desktop with others by clicking the Menu button and selecting Share My Desktop.



By default participants will see your entire desktop, and this will be indicated by a blue border around the screen. If you want to host a conference, for example, or present a lesson activity, there may be content you want to hide from view, such as your presenter notes. Drag the blue border to resize and limit the shared area you want participants to view.

